



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
20/2013

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **OFFICE MANAGER & BAO (Bilateral Affairs Office) ASSISTANT**
OPENING DATE: OCTOBER 10, 2013
CLOSING DATE: OCTOBER 25, 2013
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-7 (€14,810.00)

U.S. Embassy Pristina is seeking a qualified individual for the position of **OFFICE MANAGER / BAO (Bilateral Affairs Office) ASSISTANT** in the Embassy ODC (Office of Defense Cooperation) Office.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Duties & Responsibilities

(1) Office Manager (35%)

- Responsible for smooth and efficient running of the Office of Defence Cooperation (ODC).
- Makes appointments and provides related logistical support for meetings for the ODC Chief and accompanies him to meetings with the Host Nation, as required. Assists with scheduling of all visiting officials including appointments, transportation, lodging, and guest's lists for official functions, tracking responses, and overall organizational responsibilities.
- Responsible for keeping overall filing system in accordance with DOD/EUCOM directives.
- Prepares and implements policies and DoD and Department of State policies as directed.
- Responsible for tracking and ordering office supplies, furniture and supporting IT equipment.
- Assists in maintaining sensitive and unclassified reports, written and electronic, administrative files.
- Drafts basic correspondence for country clearance cables, thank you notices, invitations and responses.
- Responsible for all internal record keeping.
- Maintains the ODC Office calendar and ODC's portion of the DAO/ODC Share-point Calendar.
- Responsible to maintain updated ODC documents in the DAO/ODC and Embassy Share-point databases.
- Coordinates video and telephonic conference calls.
- Coordinates ODC involvement in special events including Embassy and host nation events.
- Collects and prepares information for power point presentations, revisions, for use in meetings, prepares and distributes agendas and takes and prepares meeting minutes for records.
- Monitors monthly supplies, determining needs and quantities, purchases locally provided supplies and spare parts.
- Arranges regular vehicle services with the motor pool and orders spare parts.

(2) Bilateral Affairs Officer (BAO) Assistant (35% OF TIME)

Assists the BAO in managing Mil-to-Mil and other State Partnership activities, which includes, but is not limited to:

- Drafting Concept Fund Requests (CFR)
- Host Nation officials processing
- Meeting Support to the BAO

- Support to SPP personnel visits to Kosovo
- Updating and maintaining records in the Theatre Security Cooperation Management Information System (TSCMIS) database

(3) Budgeting (10%)

Assists ODC Budget Analyst in preparing and executing ODC Operational Budget, which includes:

- Planning Security Assistance (SA) and Operation and Maintenance Army (OMA) budgets for the following Fiscal Year (FY).
- Supports Budget Analyst in obligating funding in SAARMS (Security Assistance Automated Resource Management Suite) and GFEBS (General Fund Enterprise Business System)
- Provides Fiscal Data to the Embassy financial office for payments of ODC expenses.

(4) FMF/IMET/HA (10%)

Serves as a backup for the Foreign Military Financing (FMF) and Humanitarian Assistance (HA) Programs' Manager and for the International Military Education and Training (IMET) Coordinator

(5) Other Duties as assigned (10%)

REQUIRED QUALIFICATIONS

Education: Minimum of two years of post-secondary school education.

Prior Work Experience: Minimum three years of office administration/office management experience.

Language Proficiency: Level 4 (fluency in reading/writing/speaking) English & Albanian.

Knowledge: Must have a good understanding of mission objectives; good knowledge of correct English grammar, spelling, punctuation. Knowledge of diplomatic mission procedures, State Department regulations and security and confidentiality rules. Must have good knowledge of Kosovo government institutions.

Abilities and Skills: Must have excellent communication skills; good research/analysis and report writing skills. Must have the ability to draft correspondence; must have capacity to quickly learn Standard Operating Procedures. Computer proficiency with experience in word processing, spreadsheets (EXCEL), outlook (email and calendar), SharePoint, Intranet, Internet, etc. Must have a valid driver's license.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver to:

U.S. EMBASSY PRISTINA

HUMAN RESOURCES OFFICE

RR. NAZIM HIKMET #30

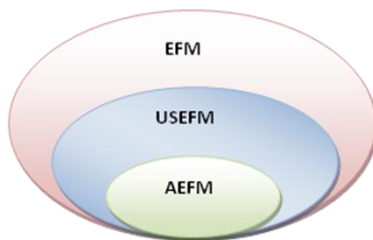
10000 PRISTINA - KOSOVO

CLOSING DATE FOR THIS POSITION: OCTOBER 25, 2013 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).